

UNITED STATES DEPARTMENT OF AGRICULTURE

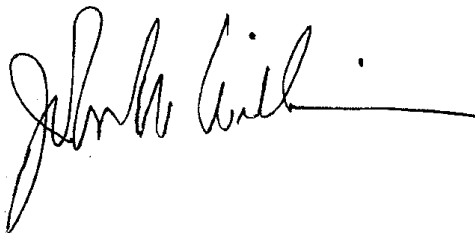
Farm Service Agency
Washington, DC 20250

Notice PM-2105

For: FFAS Employees

USDA's Workplace Violence Prevention

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides FFAS employees with:

- a copy of a memorandum from Reba Pittman Evans, Acting Deputy Assistant Secretary for Administration, on Workplace Violence Prevention, dated December 7, 1998
- information about the USDA Handbook on Workplace Violence Prevention and Response
- a list of workplace violence prevention points of contact.

2 Workplace Violence Prevention

A

**Posting the
Departmental
Memorandum**

Exhibit 1 is a copy of the memorandum on workplace violence prevention.

All FFAS offices shall share this memorandum with their employees, including COC and STC members, field employees, and intermittent employees.

Post a copy of this memorandum in a visible location within the office or make it readily available and accessible for employees and customers.

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Disposal Date

April 1, 2000

Distribution

All FAS, FSA, and RMA employees; State Offices
relay to County Offices

2 Workplace Violence Prevention (Continued)

B

USDA Handbook on Workplace Violence Prevention and Response

A copy of the USDA Handbook on Workplace Violence Prevention and Response has been distributed to all employees, including COC and STC members, field employees, and intermittent employees.

This handbook covers topics such as:

- what constitutes workplace violence
 - responsibilities of:
 - employees
 - managers and supervisors
 - human resources staff
 - employee assistance counselors
 - unions and employee organizations
 - security and facilities staff
 - law enforcement staff
 - prevention of workplace violence
 - identifying potential situations
 - awareness and training
 - special measures for employees who work in the field
 - emergency action plans
 - alternative dispute resolution.
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C

Workplace Violence Prevention Points of Contact

RMA and State Office employees should refer to their points of contact for any questions and clarification concerning workplace violence prevention. County Office employees should refer to their State Office point of contact

Exhibit 2 is a list of the points of contact.

FSA employees in the metropolitan Washington, DC area should refer to <http://DC.FFASINTRANET.USDA.GOV/hrd/fsawv-pol.htm> for policy and procedures on workplace violence and threatening behavior.

Exhibit 3 is a list of Workplace Crisis Assessment Team members.

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2 Workplace Violence Prevention (Continued)

C

**Workplace
Violence
Prevention
Points of Contact
(Continued)**

FAS employees in the metropolitan Washington, DC, area should contact HRD, Employee and Labor Relations Branch, Workplace Prevention Coordinator, until points of contact have been established.

FAS employees located overseas should follow State Department procedures and guidelines.

APFO employees should contact their Administrative Officer.

KCCO and KCMO employees should contact the Personnel Division, Employee and Labor Relations Branch.

Workplace Violence Prevention Memorandum



United States
Department of
Agriculture

DEC 07 1998

Office of the
Assistant Secretary
for Administration

1400 Independence
Avenue SW

Washington, DC
20250-0103

TO: All Department of Agriculture (USDA) Employees and
All Others Engaging in Activities in the USDA Workplace

FROM: Reba Pittman Evans *Reba Pittman Evans*
Acting Deputy Assistant Secretary
for Administration

SUBJECT: Workplace Violence Prevention

The Department of Agriculture (USDA) workplace must be made as safe as possible from violence. To accomplish this, we must recognize that the USDA work environment encompasses much more than just individual offices and routine interactions with coworkers and customers.

The USDA "workplace" extends to locations and activities closely connected with USDA employees while they are performing their jobs. **Almost any location, inside or outside of USDA facilities, where we interact with other employees or customers to carry out USDA business can be considered a USDA workplace.** By the same token, any activity occurring in a USDA facility can be considered to be taking place in a USDA workplace. Examples include: training sessions, employee organization meetings in conference rooms, farmers' markets held in USDA parking lots, and the like.

Maintaining a safe USDA workplace requires that **everyone** who enters the workplace exhibits proper conduct. Proper conduct includes not only complying with Federal laws and regulations concerning employee conduct and conduct in Federal facilities but also includes treating every person who enters the workplace with basic courtesy and respect. **It is the responsibility of all USDA employees, and the responsibility of all individuals who enter or use USDA facilities, to refrain from conduct that threatens or may be perceived as threatening the safety of others.**

Anyone participating in an activity within a USDA facility should know how to contact local building security personnel, or local law enforcement personnel, in case of a threat or an actual violent incident. In the downtown Washington facility, contact the USDA Security Office at (202) 690-0869. In other facilities, agencies are responsible for publicizing the appropriate telephone numbers.

cc: Heads of Employee Organizations
Partnership Council Members
ESRA
AFCU

Workplace Violence Prevention Points of Contact

Risk Management Agency		
Location	Name	Telephone Number
Office of the Administrator	Jeff Williams	202-690-3041
Deputy Administrator for Insurance Services	Jeff Williams	202-690-3041
Deputy Administrator for Risk Compliance	Jeff Williams	202-690-3041
Billings RSO	Gabriele Kelly	406-657-6447
Jackson RSO	Helen D. Ward	601-965-4071, Ext. 10
Oklahoma RSO	Phyllis Johnston	405-879-2700
Raleigh RSO	Sandra Strayhorn	919-875-4880
Sacramento RSO	Stephen Foerstler	530-792-5878
Spokane RSO	Dave P. Paul	509-353-2147
Springfield RSO	Catherine Malayer	217-241-6600, Ext. 101
St. Paul RSO	Diane Lattery	651-290-3304
Topeka RSO	Dawna Ford	785-266-0248
Valdosta RSO	Cindy Mode	912-242-3044
Dallas -CFO	Karen Malone	214-767-7709
Indianapolis - CFO	Lavonne Bennett	317-290-3050
Kansas City - CFO	Alice Frazier	816-926-7963
Raleigh - CFO	Brenda Cannady	919-875-4930
Sacramento - CFO	Sandra Moore	530-792-5850
St. Paul - CFO	Robert Trier	612-725-3730

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Workplace Violence Prevention Points of Contact (Continued)

Farm Service Agency		
Location	Name	Telephone Number
Alabama	Deborah T. Williams	334-279-3504
Alaska	Marguriete Dunlap	907-745-7982
Arizona	Janice Hahn	602-640-5200, Ext. 229
Arkansas	Miriam Morehead	501-301-3015
California	David A. Schaad	916-498-5306
Colorado	William Gray	303-236-2866
Connecticut	Theresa Currier	860-285-8483
Delaware	Pat Stackler	302-678-2547
Florida	Timothy Manning	352-379-4510
Georgia	Kula C. Moore	706-546-2269
Hawaii	Herman G. "Butch" Miller, Jr	808-541-2600, Ext. 137
Idaho	Bruce Bradshaw	208-378-5670
Illinois	Donald King	217-241-6600
Indiana	Ronald E. Myers	317-290-3030, Ext. 201
Iowa	Dennis D. Olson	515-254-1540
Kansas	Patricia A. Smith	785-539-3533
Kentucky	Michele Witt	606-224-7620
Louisiana	Fren Allan	318-473-7650
Maine	Greg Chappelle	207-990-9140
Maryland	Shirley L. Freeland	410-381-4550
Massachusetts	Richard C. McIntire	413-256-0232
Michigan	Debra L. Spike	517-337-6659

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Workplace Violence Prevention Points of Contact (Continued)

Farm Service Agency		
Location	Name	Telephone Number
Minnesota	Laurie Moss Douglas Groves	651-602-7737 651-602-7703
Mississippi	S. L. Melton	601-965-4302/4300
Missouri	Patty Dick	573-876-0926
Montana	Richard Deschamps	406-587-6875
Nebraska	Nancy Peterson	402-437-5286
Nevada	Wendell Newman	702-784-5411
New Hampshire	Linda L. Grames	603-224-7941
New Jersey	Mary Lou Tilton	609-298-3446, Ext. 203
New Mexico	Salomon E. Ramirez	505-761-4920
New York	Floyd Duger	315-477-6304
North Carolina	Karen Davis	919-875-4810
North Dakota	Russell Bubach	701-239-5225, Ext. 204
Ohio	Michael Shalter	614-469-5702
Oklahoma	Gail Garst	405-742-1140
Oregon	Roger Tresham	503-692-1973
Pennsylvania	John Cameron	717-237-2121
Puerto Rico	Rafael Febo Ortiz	787-289-7960, Ext. 236
Rhode Island	Paul E. Brule Patricia Seites	401-828-8232 401-828-8232
South Carolina	Perry Thompson	803-806-3820
South Dakota	Steven B. Cyriacks	605-352-1170
Tennessee	Ricky L. Dees	615-736-5121

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Workplace Violence Prevention Points of Contact (Continued)

Farm Service Agency		
Location	Name	Telephone Number
Texas	James Douglas	409-260-9375
Utah	Diane Nath	801-524-4533
Vermont	Alan Rogers	802-658-2803
Virgin Islands (FL)	Timothy Manning	352-379-4510
Virginia	J. Calvin Parrish	804-287-1510
Washington	Jonna Provinsal	509-323-3007
West Virginia	Clifford N. Sypolt	304-291-4351
Wisconsin	Miles Quade	608-276-8732, Ext. 127
Wyoming	Don Williams	307-261-5230

Workplace Crisis Assessment Team (WCAT) Points of Contact

Team Members	
Union Representatives	Management Representatives
Patricia Gray, Co-Chair Room 6644 South Building, STOP 0584 202-720-2599	Robert Conrad, Co-Chair Room 1105 POC, STOP 0581 703-305-1315
Earline J. Brown Room 6732 South Building, STOP 0526 202-690-1324	Dee Cole Room 3605 South Building, STOP 0520 202-720-4671
Andrades (Andi) Graham Room 1220 POC, STOP 0581 703-305-1401	Harold Connor Room 4095 South Building, STOP 0512 202-720-9886
Glenn Graham Room 1203 POC, STOP 0581 703-305-1440	Skip Mielwocki Room 1406 South Building, STOP 0562 202-720-6866
Carolyn Hunter Room 5727 South Building, STOP 0514 202-690-0013	Jim Monahan Room 3090 South Building, STOP 0539 202-720-8202

WCAT meets every third Wednesday of each month in room 0055 South Building.
